

# **DEFENSE LOGISTICS AGENCY**

**AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY**

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# SCREENING CYCLES

When requesting a property search or viewing the search results you will see the following codes which reflect screening time periods and the flow of property through the DLA Disposition Services inventory:

## CONUS Sites

DOD	Items are placed in a one week Accumulation (Receipt at DLA Disposition Services sites)
DOD	Items roll to DoD Customer Screening - 14 Days
GSA	Items roll to General Service Administration (FEDS) - 21 days for Federal Civil Agencies and Donees. DLA Disposition Services sites will honor DoD Not Mission Capable Supply Request, Priority 02 - 03 requests; for all other requests the DoD customer must contact GSA and order the items through GSA's FEDS.
GSA Donation Allocation	5 Days
RTD 2	2 days any customer may submit requisitions
DOD EXP	5 to 7 days from day one for DOD and DOD Special Programs
FCA/DON EXP	12 days following DOD Expedited Screening. This period is for Hard 'R', Federal Civil Agencies, and Donation Customers

## OCONUS Sites

FEPP/FEPD	Applies to overseas DLA Disposition Services sites not under the Xcess Xpress Rules.
	Accumulation - One- Four weeks
FEPP	DoD and Federal Screening simultaneously - 21 Days
FEPD	Donation Screening - 21 Days
	Final removal for Donees - 7 Days
RTD2	Blue Light Period - 3 days (open to all R/T/D customers)
DOD EXP	5 to 7 days from day one for DOD and DOD Special Programs
FCA/DON EXP	12 days following DOD Expedited Screening. This period is for Hard 'R', Federal Civil Agencies, and Donation Customers

ARROWS IDENTIFY  
DOD FIREFIGHTER  
CYCLES



# Accessing RTD Web Application

DLA Disposition Services is soon to be deploying a new screening system under the Reutilization Business Integration (RBI) initiative. RBI is a major step in integrating DLA Disposition Services processes and inventory accountability systems into existing DLA warehousing and financial systems. Customers will see many screening and requisitioning enhancements in the new RTD Web page.

Before using the new RTD Web, customers must complete steps 1 & 2 below. Step 3 cannot be completed until implementation.

The following charts will walk customers through the AMPS process, and provide advanced information on the new RTD Web, to include screen prints and capabilities. Customers will be notified when implementation is planned.

**Step 1: Create an account in the DLA Account Management and Provisioning System (AMPS).**

AMPS is a web-based account management system that provides system users with an automated tool for requesting user accounts and passwords for DLA systems.. Once your AMPS account has been successfully created, you will be notified via email.

**Step 2: Submit a role request via AMPS.**

After creating your AMPS account, you will need to submit a role request which specifies RTD application. You will be notified via email once your role request has been completed.

**Step 3: Complete RTD registration.**

Once your role request is completed, you will be able to log into the EBS Portal. Upon first accessing RTD within the Portal, you will be prompted to complete a required RTD Customer registration form to complete the access request process.



# Accessing the External Portal

## External Portal



## Internal Portal

DoD User & DoD Contractor	Public/Non-DoD	DLA Employee
Use CAC Card	Create User ID & password	Use CAC Card
Requires supervisor name & security officer & IA completion date	Requires less data for the AMPS registration process	Requires the entire DLA AMPS registration process
<a href="https://business.dla.mil">https://business.dla.mil</a>	<a href="https://business.dla.mil">https://business.dla.mil</a>	<a href="https://pep1.bsm.dla.mil/irj">https://pep1.bsm.dla.mil/irj</a>
Only request the RTD and ETID Roles	Only request the RTD and ETID Roles	Request <u>BOTH</u> the Internal <u>Portal</u> RTD role (JD-854) and/or ETID role (JD-856) <u>PLUS</u> the required RTD & ETID roles
RTD Customer Role (DDS-413) and/or ETID Customer Role (DDS-514)	RTD Customer Role (DDS-413) and/or ETID Customer Role (DDS 514)	RTD Customer Screener (DDS 369), RTD Customer ASO (DDS 370), ETID Customer (DDS-520)



# Sources of Info

- **DLA Customer Interaction Center:**  
1-877-DLA-CALL (1-877-352-2255) or send an email to [DLAContactCenter@dla.mil](mailto:DLAContactCenter@dla.mil) Accessible 24 hours a day, 7 days a week.
- **AMPS Help Desk:**  
DSN 695-4357 or 1-866-335-4357 or send an email to [support.services@dla.mil](mailto:support.services@dla.mil) Accessible 24 hours a day, 7 days a week.
- **DLA Enterprise External Business Portal:**  
<https://business.dla.mil> will have a link to a job aid.
- **DLA Disposition Services Web Page:**  
<http://www.dispositionservices.dla.mil> will have a link on the home page called “Change” that will include job aids and additional customer information.
- **RBIQuestions@dla.mil** You can ask any question at any time about anything related to RBI.



# ACCESSING THE DLA PORTAL

Go to: <https://business.dla.mil>

The screenshot shows the DLA Enterprise External Business Portal. At the top, the DLA logo is on the left, the agency name 'DEFENSE LOGISTICS AGENCY' and 'AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY' is in the center, and a 'DIRECTOR'S GUIDANCE 2014' badge is on the right. Below the header, the date 'Thursday, December 11, 2014' and a 'DLA Systems' dropdown menu are visible. The main content area is divided into three columns. The left column contains links for 'DLA Enterprise External Business Portal', 'First Time Users Click Here', and a yellow 'Registered Users Login Here' button. Below these is a section titled 'DLA's 3 Areas of Focus' with sub-points: 'WARFIGHTER SUPPORT', 'STEWARDSHIP EXCELLENCE', and 'WORKFORCE DEVELOPMENT'. The middle column features a large image of soldiers raising an American flag on a hill, with the heading 'AVAILABLE SERVICES' above it. Below the image is a description of the 'DLA Enterprise External Business Portal' as a centralized access point for industry and service personnel. The right column is titled 'MULTIMEDIA' and includes a video player for 'DLA: 50 YEARS OF LOGISTICS EXCELLENCE' and a 'Did YOU Know?' section with a link to a whimsical look into the DLA's support to the military. At the bottom, a footer contains various links: 'Privacy/Security Statement', '508 Compliance Statement', 'Job-Aid', 'FOIA Privacy', 'Site Index', 'DLA Webmaster', and 'Strategic Communication'.

Follow guidance on the page:  
First time Users Click Here  
Registered Users Login Here



# REGISTRATION FORM FOR DOD FFP

DOD Firefighter customers will register as SCREENERS, FEPP MANAGERS, or PMOs

**RTD WEB**

**DEFENSE LOGISTICS AGENCY**  
**Logistics Information Service**

Home2 | Products | Services | Programs | Cataloging | Log Tools | Supplier | Training | Library

**MISSING APPLICATION NAME (Set ApplicationName property)**

**RTD Pre-Register**

Application:  
FF

Role:  
Choose  
Choose  
---  
Firefighter Admin  
Firefighter Screener  
Firefighter FEPP Manager  
Firefighter PMO

DEV-v2.5.11238.1

Customer Service: 1-877-352-2255 or DSN 661-7766 Email: [dlacontactcenter@dia.mil](mailto:dlacontactcenter@dia.mil)  
[Privacy/Security](#) | [Accessibility](#) | [Contact Webmaster](#) | [Download Acrobat](#) | [Download MS Word Viewer](#)

**DOD FFP options are:**

1. Screener
2. FEPP Manager
3. PMO
4. ADMIN = M. Frey & BC RTD

**The Battle Creek RTD office will review all registration forms**





# REGISTRATION FORM FOR FFP SCREENER

Home | About Us | Public Affairs | Publications | FAQs | FOIA |

## Reutilization / Transfer / Donation (RTD) Customer Registration Page

### User Information

Title:

\* First Name:

\* Last Name:

\* Organization Name:

\* Work Address Line 1:

Work Address Line 2:

\* Work Address City:

\* Work Address State:

\* Work Address Zip:

Country:

\* Work Phone:

Work Ext:

Work Fax:

\* Work Email:

Customer Type:

Do you have a Common Access Card?

Do you have a Security Certificate?

Opt-out of all email?

Receive NIIN notification email:

Receive property receipt email:

Customer Service: 1-269-961-4999 or DSN 661-4999 Ext.

**RTD WEB**

Fill in the Registration Form with your information. Select "Submit"

The FEPP Manager and PMO will fill out similar forms.





# REGISTRATION REVIEW

RTD WEB

FF customers requests will be reviewed by Battle Creek RTD Office personnel

## Reutilization / Transfer / Donation (RTD) Pending Approvals

☒ Show reminder

### Pending Users

User Name	App	Role	Last User to Approve	Last Action Date	Action	Deny	Show/Add Comments
Customer DoDAACs are Listed here	DOD	DOD ASO	(null)	6/6/2012 10:23:32 AM	Approve	Deny	Show/Add
	DOD	DOD ASO	(null)	6/6/2012 10:23:15 AM	Approve	Deny	Show/Add
	DOD	DOD ASO	(null)	6/8/2012 2:17:44 PM	Approve	Deny	Show/Add
	DOD	DOD ASO	(null)				

Item Details  
(select an item in the list above)

## Reutilization / Transfer / Donation (RTD) Pending Approvals

☒ Show reminder

### Pending Users

User Name	App	Role	Last User to Approve	Last Action Date	Action	Deny	Show/Add Comments
Customer DoDAACs are Listed here	DOD	DOD ASO	(null)	6/6/2012 10:23:32 AM	Approve	Deny	Show/Add
	DOD	DOD ASO	(null)	6/6/2012 10:23:15 AM	Approve	Deny	Show/Add
	DOD	DOD ASO	(null)	6/8/2012 2:17:44 PM	Approve	Deny	Show/Add
	DOD	DOD ASO	(null)	6/8/2012 2:17:54 PM	Approve	Deny	Show/Add

### COMMENTS

Item Details

**DoDAAC**

USERNAME  
ID\_TYPE  
USER\_STATUS  
APPROVAL\_LEVEL  
EDIT\_USERS  
TITLE  
FIRST\_NAME  
LAST\_NAME  
ADDRESS1  
ADDRESS2  
CITY  
STATE  
ZIP  
PHONE  
PHONE\_EXTENSION  
FAX  
FAX\_EXTENSION  
EMAIL  
DATE\_ADDED  
LAST\_UPDATE\_DATE  
LAST\_LOGIN  
DODAAC  
REUT\_STATUS  
OPT\_OUT  
COUNTRY  
COMPANYNAME  
Action  
Deny

Peter  
Beronja  
74 Washington Ave N  
Battle Creek  
MI  
49017  
2699614797  
Peter.Beronja@dla.mil  
1/14/2012 9:32:56 AM  
6/8/2012 2:17:54 PM  
1/14/2012 9:32:56 AM  
N  
dla disposition services  
Approve  
Deny

This example is of DOD requests; however, Firefighter requests will look the same. Instead of ASO, the Roles: Screener, FEPP Manager, and PMO will be visible.

The Battle Creek RTD office will review all registration forms

Once approved, you may begin screening (Chart 19), but before starting you will be provided additional behind the screens information.



# BEHIND THE SCREENS

RTD WEB

AFTER THE CUSTOMER SUBMITS THE REGISTRATION FORM, THE BATTLE CREEK RTD OFFICE PLACES THE CUSTOMER IN A CATEGORY. CONTROLS INCLUDE DEMIL CODE, HM/HW, AND FSC RESTRICTIONS. USERS/CUSTOMERS ARE ASSOCIATED WITH A SINGLE DODAAC OR SEVERAL DODAACs.

**“CUSTOMERS DON’T SEE THIS”**

**DoDAAC Validation**

DoDAAC Validation

\* DoDAAC:

DoDAAC:

Category:

DoDAAC Status:

Organization: DEF REUTILIZATION AND MARKETING SVC

Effective Date: 04-MAR-2003

Address: COMPUTERS FOR LEARNING PROJECT  
74 NORTH WASHINGTON AVE  
BATTLE CREEK MI 49017

**DoDAAC Categories**

Category Name	Hazardous Material	Hazardous Waste	Demil Code
<u>Academic</u>			A
<u>Civil Air Patrol (CAP)</u>			A
<u>Computers for Learning (CFL)</u>			A,Q
<u>DOD Contractors</u>			A
<u>FMS</u>	M	W	A,B,C,D,E,F,G,P,Q
<u>HAP</u>			A
<u>LESO</u>	M		A,B,C,D,E,F,G,Q
<u>MARS</u>			A
<u>MWRA</u>			A
<u>National Guard</u>	M		A,B,C,D,E,F,G,P,Q
<u>Porta Searches</u>			
<u>SROTC</u>	M	W	A,B,C,D,E,F,G,P,Q
<u>SVC of Museums</u>			A
<u>USDAFS Fire Fighters</u>	M		

**Top half of screen**

FFP customers will  
screen DEMIL A, B, C, Q



# BEHIND THE SCREENS

## RTD WEB

**“CUSTOMERS DON’T SEE THIS”**

### Users

#### Active Users

Remove	Username	Name	Blocked Status
<input type="checkbox"/>			Unblock ▾
<input type="checkbox"/>			Unblock ▾
<input type="checkbox"/>			Unblock ▾
<input type="checkbox"/>			Unblock ▾
<input type="checkbox"/>			Unblock ▾
<input type="checkbox"/>			Unblock ▾

Remove Users

#### Find Users

Username:

Name:

Email Address:

Search

User IDs & Names appear here. Individuals can be blocked from using a DoDAAC

The Battle Creek RTD Office will Enter USER INFORMATION

### FSCs

FSC Category: -- Custom -- Edit FSC Category

<input type="checkbox"/> 1005 Guns, through 30 mm	<input type="checkbox"/> 1010 Guns, over 30 mm up to 75 mm
<input type="checkbox"/> 1015 Guns, 75 mm through 125 mm	<input type="checkbox"/> 1020 Guns, over 125 mm through 150 mm
<input type="checkbox"/> 1025 Guns, over 150 mm through 200 mm	<input type="checkbox"/> 1030 Guns, over 200 mm through 300 mm
<input type="checkbox"/> 1035 Guns, over 300 mm	<input type="checkbox"/> 1040 Chemical Weapons and Equipment
<input type="checkbox"/> 1045 Launchers, Torpedo and Depth Charge	<input type="checkbox"/> 1055 Launchers, Rocket and Pyrotechnic
<input type="checkbox"/> 1070 Nets and Booms, Ordnance	<input type="checkbox"/> 1075 Degaussing and Mine Sweeping Equipment
<input type="checkbox"/> 1080 Camouflage and Deception Equipment	<input type="checkbox"/> 1090 Assemblies Interchangeable Between Weapons in Two or More Classes
<input type="checkbox"/> 1095 Miscellaneous Weapons	<input type="checkbox"/> 1105 Nuclear Bombs
<input type="checkbox"/> 1110 Nuclear Projectiles	<input type="checkbox"/> 1115 Nuclear Warheads and Warhead Sections
<input type="checkbox"/> 1120 Nuclear Depth Charges	<input type="checkbox"/> 1125 Nuclear Demolition Charges
<input type="checkbox"/> 1127 Nuclear Rockets	<input type="checkbox"/> 1130 Conversion Kits, Nuclear Ordnance
<input type="checkbox"/> 1135 Fuzing and Firing Devices, Nuclear Ordnance	<input type="checkbox"/> 1140 Nuclear Components
<input type="checkbox"/> 1145 Explosive and Pyrotechnic Components, Nuclear Ordnance	<input type="checkbox"/> 1190 Specialized Test and Handling Equipment, Nuclear Ordnance
<input type="checkbox"/> 1195 Miscellaneous Nuclear Ordnance	<input type="checkbox"/> 1210 Fire Control Directors
<input type="checkbox"/> 1220 Fire Control Computing Sights and Devices	<input type="checkbox"/> 1230 Fire Control Systems, Complete
<input type="checkbox"/> 1240 Optical Sighting and Ranging Equipment	<input type="checkbox"/> 1250 Fire Control Stabilizing Mechanisms
<input type="checkbox"/> 1260 Fire Control Designating and Indicating Equipment	<input type="checkbox"/> 1265 Fire Control Transmitting and Receiving Equipment, except Airborne
<input type="checkbox"/> 1270 Aircraft Gunnery Fire Control Components	<input type="checkbox"/> 1280 Aircraft Bombing Fire Control Components
<input type="checkbox"/> 1285 Fire Control Radar Equipment, except Airborne	<input type="checkbox"/> 1287 Fire Control Sonar Equipment
<input type="checkbox"/> 1290 Miscellaneous Fire Control Equipment	<input type="checkbox"/> 1305 Ammunition, through 30 mm
<input type="checkbox"/> 1310 Ammunition, over 30 mm up to 75 mm	<input type="checkbox"/> 1315 Ammunition, 75 mm through 125 mm

BC RTD office will select FSCs determined by the FFP Program Management Office

**Bottom half of screen**



# FIREFIGHTER APPROVED FSC LIST

1210, 1220, 1230, 1240, 1250, 1260, 1265, 1270, 1280, 1285, 1287, 1290, 1510, 1520, 1560, 1610, 1615, 1620, 1630, 1640, 1650, 1660, 1670, 1680, 1710, 1720, 1730, 1740, 1910, 1915, 1920, 1925, 1930, 1935, 1940, 1945, 1950, 1955, 1990, 2010, 2020, 2030, 2040, 2050, 2060, 2090, 2230, 2240, 2250, 2305, 2310, 2320, 2330, 2340, 2350, 2410, 2420, 2430, 2510, 2520, 2530, 2540, 2590, 2610, 2620, 2630, 2640, 2805, 2810, 2815, 2820, 2825, 2830, 2835, 2840, 2850, 2895, 2910, 2915, 2920, 2925, 2930, 2935, 2940, 2945, 2950, 2990, 2995, 3010, 3020, 3030, 3040, 3110, 3120, 3130, 3210, 3220, 3230, 3405, 3408, 3411, 3412, 3413, 3414, 3415, 3416, 3417, 3418, 3419, 3426, 3431, 3432, 3433, 3436, 3438, 3439, 3441, 3442, 3443, 3444, 3445, 3446, 3447, 3448, 3449, 3450, 3455, 3456, 3460, 3461, 3465, 3470, 3510, 3520, 3530, 3590, 3605, 3610, 3611, 3615, 3625, 3655, 3660, 3693, 3694, 3695, 3710, 3720, 3740, 3750, 3805, 3810, 3815, 3820, 3825, 3830, 3895, 3910, 3920, 3930, 3940, 3950, 3990, 4010, 4020, 4030, 4110, 4120, 4130, 4140, 4210, 4220, 4230, 4235, 4240, 4250, 4310, 4320, 4330, 4410, 4460, 4510, 4520, 4540, 4610, 4620, 4630, 4710, 4720, 4730, 4810, 4820, 4910, 4920, 4930, 4931, 4940, 5110, 5120, 5130, 5133, 5136, 5140, 5180, 5210, 5220, 5280, 5305, 5306, 5307, 5310, 5315, 5320, 5325, 5330, 5331, 5335, 5340, 5341, 5342, 5345, 5350, 5355, 5360, 5365, 5410, 5411, 5419, 5420, 5430, 5440, 5445, 5450, 5510, 5520, 5530, 5610, 5620, 5630, 5640, 5650, 5660, 5670, 5675, 5680, 5805, 5810, 5811, 5815, 5820, 5821, 5825, 5826, 5830, 5831, 5835, 5836, 5840, 5841, 5850, 5855, 5895, 5920, 5925, 5930, 5935, 5940, 5945, 5962, 5963, 5965, 5970, 5975, 5985, 5995, 5996, 5998, 5999, 6010, 6015, 6020, 6021, 6030, 6032, 6035, 6060, 6070, 6080, 6099, 6105, 6110, 6115, 6116, 6120, 6125, 6130, 6135, 6140, 6150, 6160, 6210, 6220, 6230, 6240, 6250, 6260, 6310, 6320, 6340, 6350, 6508, 6510, 6515, 6520, 6530, 6532, 6545, 6605, 6610, 6615, 6620, 6625, 6630, 6635, 6640, 6645, 6650, 6655, 6660, 6665, 6670, 6675, 6680, 6685, 6695, 6710, 6720, 6730, 6740, 6750, 6760, 6780, 6810, 6840, 6850, 6910, 7010, 7020, 7021, 7022, 7025, 7030, 7035, 7045, 7050, 7105, 7110, 7125, 7195, 7210, 7220, 7230, 7240, 7290, 7310, 7320, 7330, 7340, 7350, 7360, 7420, 7430, 7435, 7450, 7460, 7490, 7510, 7520, 7530, 7540, 7610, 7640, 7641, 7642, 7643, 7644, 7690, 7730, 7810, 7910, 7920, 7930, 8010, 8020, 8030, 8040, 8105, 8110, 8115, 8120, 8125, 8130, 8135, 8140, 8145, 8305, 8310, 8315, 8320, 8330, 8335, 8340, 8345, 8405, 8410, 8415, 8430, 8435, 8460, 8465, 8520, 8540, 8720, 9110, 9130, 9140, 9150, 9160, 9310, 9320, 9330, 9450, 9505, 9510, 9515, 9520, 9525, 9530, 9535, 9540, 9545, 9620, 9670, 9905, 9999



## DLA Disposition Services RTD Office will load the new “2YF” DoDAACs.

RTD Home

Civil Air Patrol

Computers For Learning

DOD

DOD Contractor

Firefighter

Federal/State Screener

Foreign Military Sales

Humanitarian Assistance Program

Law Enforcement Support Office

Military Affiliate Radio System

ROTC

Service Museums

Southwest Asia

User Search

Veterans Affairs

Want Lists

Feedback

Additional Property Data

Reports

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**Reutilization / Transfer / Donation (RTD)**

**DoDAAC Validation**

LESO Annual Training Reminder: remember to complete your annual training.

**DoDAAC Validation**

\* DoDAAC: 2YF008

Search

DoDAAC: 2YF008

Category:

DoDAAC Status: Unblock

Organization: FL DIV OF FORESTRY

Effective Date: 12/13/11

Address: 3125 CONNER BOULEVARD  
TALLAHASSEE FL 32399

Save Changes

BC RTD Office can block or restrict a DoDAAC per the FFP Program Management Office

**DoDAAC Categories**

Category Name	Hazardous Material	Hazardous Waste	Demil Code
10	M	W	A,B,C,D,E,F,G,P,Q
11	M	W	A,B,C,D,E,F,G,P,Q
12	M	W	A,B,C,D,E,F,G,P,Q
13	M	W	A,B,C,D,E,F,G,P,Q
14	M	W	A,B,C,D,E,F,G,P,Q
16	M	W	A,B,C,D,E,F,G,P,Q
17	M	W	A,B,C,D,E,F,G,P,Q
18	M	W	A,B,C,D,E,F,G,P,Q
19	M	W	A,B,C,D,E,F,G,P,Q
20	M	W	A,B,C,D,E,F,G,P,Q
21	M	W	A,B,C,D,E,F,G,P,Q
22	M	W	A,B,C,D,E,F,G,P,Q
25	M	W	A,B,C,D,E,F,G,P,Q
26	M	W	A,B,C,D,E,F,G,P,Q
27	M	W	A,B,C,D,E,F,G,P,Q
28	M	W	A,B,C,D,E,F,G,P,Q
29	M	W	A,B,C,D,E,F,G
5	M	W	A,B,C,D,E,F,G,P,Q
5b83c%3ca%3e830cbda469a	M	W	A,B,C,D,E,F,G,P,Q
5b83c%3ca%3e830cbda469a	M	W	A,B,C,D,E,F,G,P,Q
6	M	W	A,B,C,D,E,F,G,P,Q
7	M	W	A,B,C,D,E,F,G,P,Q
8	M	W	A,B,C,D,E,F,G,P,Q
9	M	W	A,B,C,D,E,F,G,P,Q
All Demil	M	W	A,B,C,D,E,F,G,P,Q
Civil Air Patrol (CAP)	M		A,Q
Computers for Learning (CFL)			A,Q





# BEHIND THE SCREENS

# FFP "2YF" DoDAACs

2YF001 AK DIVISION OF FORESTRY  
2YF002 AL FORESTRY COMMISSION  
2YF003 AR FORESTRY COMMISSION  
2YF004 CA DEPT OF FORESTRY  
2YF005 CO STATE FOREST SERVICE  
2YF006 CT DEPT OF ENV PROTECTION  
2YF007 DE FOREST SERVICE  
2YF008 FL DIV OF FORESTRY  
2YF009 GA FORESTRY COMMISSION  
2YF010 HI DIV OF FORESTRY  
2YF011 IA FORESTRY DNR  
2YF012 ID DEPARTMENT OF LANDS  
2YF013 IL FORESTRY DNR  
2YF014 IN FORESTRY DNR  
2YF015 KS FOREST SERVICE  
2YF016 KY DIVISION OF FORESTRY  
2YF017 LA DEPT OF AGRICULTURE  
2YF018 MA BUR OF FIRE CONTROL  
2YF019 MD FOREST SVC DNR  
2YF020 MAINE FOREST SERV DEPT OF CONS.  
2YF021 MICHIGAN DNR  
2YF023 MN FORESTRY DNR  
2YF024 MO DEPT OF CONSERVATION RURAL  
2YF025 MS FORESTRY COMMISSION  
2YF026 MONTANA DNR  
2YF027 NC DIVISION OF FOREST RESOURCES  
2YF028 NORTH DAKOTA FOREST SERVICE  
2YF029 NEBRASKA FOREST SERVICE  
2YF030 NH DIVISION OF FORESTRY

2YF031 NEVADA DIVISION OF FORESTRY  
2YF032 NEW YORK STATE FOREST RANGERS  
2YF033 OHIO DIVISION OF FORESTRY  
2YF034 OKLAHOMA FORESTRY SERVICES  
2YF035 OREGON DEPT OF FORESTRY  
2YF036 PA BUREAU OF FORESTRY  
2YF037 SC FORESTRY COMMISSION  
2YF038 SD DEPT OF AG FORESTRY  
2YF039 TENNESSEE DIVISION OF FORESTRY  
2YF040 TEXAS FOREST SERVICE  
2YF041 VA DEPARTMENT OF FORESTRY  
2YF042 VT DEPT OF FORESTS PARKS AND REC  
2YF043 WASHINGTON DNR  
2YF044 WISCONSIN DNR  
2YF045 WV DIVISION OF FORESTRY  
2YF046 WY STATE FORESTRY DIVISION  
2YF047 NJ FOREST FIRE SERVICE  
2YF048 RI DIV OF FOREST ENVIRONMENT  
2YF049 UT DEPT OF NATURAL RESOURCES  
2YF050 FL FOREST SERVICE - AIRCRAFT DIV  
2YF051 PA BUREAU OF FORESTRY  
2YF052 FLORIDA FOREST SERVICE LAKE CITY  
2YF053 ARIZONA STATE FORESTRY DIV  
2YF054 USDA FOREST SERVICE, FAM M. FREY (DC)  
2YF055 CNMI DEPT OF PUB SAFETY FIRE DIV SAIPAN  
2YF056 DEPT OF AG FORESTRY & SOIL MANGILAO  
2YF057 NM STATE FORESTRY DIVISION



# MAIN SCREEN

## RTD WEB START

MAIN SCREEN: THIS IS WHAT THE CUSTOMER WILL SEE AFTER LOGGING ON.

MESSAGES, ROTATING PHOTOS, REQUISITION STATUS, PREVIOUSLY VIEWED ITEMS

RTD Home  
Civil Air Patrol  
Computers For Learning  
DOD  
DOD Contractor  
Firefighter  
Federal/State Screener  
Foreign Military Sales  
Humanitarian Assistance Program  
Law Enforcement Support Office  
Military Affiliate Radio System  
ROTC  
Service Museums  
Southwest Asia  
Veterans Affairs

Reutilization / Transfer / Donation (RTD)  
RTD Main

Previous Searches: 1|2|3|4|5|6|7|8|9|10

Reutilization, Transfer, Donation Home

**Announcements**

Title	Description
FURNITURE Due In	DLA Disposition Services Meade is expecting the turn in of DORM furniture. Customers must pickup the items. Please contact the site directly at xxxxx@dla.mil if your agency is in need of DORM furniture. Property must be ordered through the MILSTRIP process.

**Requisition Status**

DTID	Requisition Number	Requisition Date	Item Name	Quantity	Current Action	Last Updated	
SX129301650001Z	TBAA4N2019CFFF	01/19/12 10:02:27	CHASSIS,TRUCK	1	Request sent to EBS	01/19/12 10:02:29	<a href="#">Can</a>
FB302903339863	H9FD0120190788	01/19/12 07:51:45	ARMOIRE	4	Request submitted	01/19/12 07:51:45	<a href="#">Can</a>
C00V6R10350010	H9FD0120190787	01/19/12 07:51:45	ARMOIRE	2	Request submitted	01/19/12 07:51:45	<a href="#">Can</a>
FB55180266VM01	H9FD0120190786	01/19/12 07:47:32	AUTOMOBILE SEDAN	1	Request submitted	01/19/12	<a href="#">Get</a>

**Previously Viewed Items**

Cycle: DOD Days Left in Cycle: Quantity: 1  
Condition: A Site: SPARTA Orig. Acq. Price: 3192.27  
Item Name: PITOT-STATIC TUBE NSN: 6610009014521 DTID: SXH4659154R891

**Announcements can be added by the Battle Creek RTD staff on behalf of the RTD/DSR field staff.**

**History of Orders and previously view items are visible**

**Customers will see their orders**

**You will see your category only. You will not see the other customer groups**





# MAIN SCREEN

RTD WEB

## MESSAGES ARE INPUT BY BATTLE CREEK RTD STAFF

RTD Home

Civil Air Patrol

Computers For Learning

DOD

DOD Contractor

Firefighter

Federal/State Screener

Foreign Military Sales

Humanitarian Assistance Program

Law Enforcement Support Office

Military Affiliate Radio System

ROTC

Service Museums

Southwest Asia

Veterans Affairs

Want Lists

Feedback

Additional Property Data

Reports

\* Edit My Roles (dev/test only)

Admin Links

Request a role

Reutilization / Transfer / Donation (RTD) Announcements

Announcements

\* Starting Date: 01/19/12 00:00

\* Ending Date: 01/21/12 23:59

\* Title: FURNITURE Due In

\* Description: (2000 characters max) DLA Disposition Services Meade is expecting the turn in of DORM furniture. Customers must pickup the items. Please contact the site directly at xxxxx@dla.mil if your agency is in need of DORM furniture. Property must be ordered through the MILSTRIP process.

☒ Active

\* Systems: ☒ CAP ☒ CFL ☒ DOD ☒ FF ☒ FMS ☒ LESO

Save Changes

Clear

Unexpired Announcements

	Title	Description	Starting Date	End Date	Systems	Active	
<div>Select</div>	<div>Delete</div>	HMMWVs Due In	DLA Disposition Services Meade is expecting the t...	01/19/12 00:00	01/21/12 23:59	CAP,CFL,DOD,FF,FMS,LESO	YES

Expired Announcements

	Title	Description	Starting Date	End Date	Systems	Active	
<div>Select</div>	<div>Delete</div>	HMMWVs Available	HMMWVs under NSN 2320-01-107-7155 will have 500 li...	01/06/12 00:00	01/13/12 23:59	DOD,FF,FMS,LESO	YES
<div>Select</div>	<div>Delete</div>	Testing Announcements	Testing to see if announcement disappears after 1-...	01/17/12 00:00	01/17/12 23:59	CAP,CFL,DOD,FF,FMS,LESO	YES
<div>Select</div>	<div>Delete</div>	Alisha' Test for 'CFL' user ro...	11-22-11 This is to test if the 'CFL' user role is...	11/23/11 00:00	11/25/11 23:59	CFL	YES
<div>Select</div>	<div>Delete</div>	Alisha' test of 'DOD' user rol...	This is test if 'DOD' user is the only one with vi...	11/24/11 00:00	11/25/11 23:59	DOD	YES
<div>Select</div>	<div>Delete</div>	Alisha's test of 'FF' user rol...	This is to test if the user role 'FF' is the only ...	11/25/11 00:00	11/26/11 23:59	FF	YES
<div>Select</div>	<div>Delete</div>	Alisha's test of 'FMS' user ro...	This is to test that the 'FMS' is the only user ro...	11/26/11 00:00	11/27/11 23:59	FMS	YES
<div>Select</div>	<div>Delete</div>	11-22-11 'LESO' user role test...	This is to test the 'LESO' user role; ensure they ...	11/27/11 00:00	11/28/11 23:59	LESO	YES

Messages can be tailored to the customer group in some cases.



# SCREENING FOR ITEMS

RTD WEB

## AFTER THE CUSTOMER REGISTERS (ROLES DETERMINED) – SCREENING AND ORDERING BEGINS

**Reutilization / Transfer / Donation (RTD)**  
**FF Search**  
LESO Annual Training Reminder: remember to complete your annual training.

**FF Search**

\* Required Field

\* DoDAAC: 2YF042

Sort By: Item Name

Sort By Direction: Ascending

Up to 70,000 NIINs or NSNs:

(If NSN is entered, the NIIN will be extracted from the NSN.)

Up to 70,000 NIINs or NSNs / LSNs File Upload:  (txt or .xls files only, if NSNs / LSNs are uploaded, the NIIN will be extracted from the NSN.)


Federal Supply Classes (FSC): 2320  
(2 digit FSGs or 4 digit FSCs separated by a space)

Up to 16 Federal Supply Classes (FSC):

(Hold down CTRL or Shift to select multiple FSCs)

(Only 16 FSCs will be used in the search)

1005 - Guns, through 30 mm  
1010 - Guns, over 30 mm up to 75 mm  
1015 - Guns, 75 mm through 125 mm  
1020 - Guns, over 125 mm through 150 mm  
1025 - Guns, over 150 mm through 200 mm  
1030 - Guns, over 200 mm through 300 mm  
1035 - Guns, over 300 mm  
1040 - Chemical Weapons and Equipment  
1045 - Launchers, Torpedo and Depth Charge  
1055 - Launchers, Rocket and Pyrotechnic



Pause

The Search page is in the same format we use today.

★ NEW: can screen up to 20 DTIDs

Top half of screen



# SCREENING FOR ITEMS

RTD WEB

Item Name:

☐ Smart Word Search   ☐ Includes   ☐ Equals   ☐ Starts With  
☐ APD entered information

Up to 20 DTID Numbers:

RTD Screening Cycle: ☒ DOD   ☒ EXP DOD   ☒ FEPP   ☒ RTD2

Date Entered Inventory:  (mm/dd/yy)

Supply Condition Code: ☒ A   ☒ B   ☒ C   ☒ D   ☒ E   ☒ F   ☒ G   ☒ H

Search by Location:  
(Hold down the CTRL or Shift key to select multiple items from the list.)

- DEMAN Anniston
- DLA DS 29 Palms
- DLA DS Aberdeen
- DLA DS Alpha
- DLA DS Anaconda
- DLA DS Anchorage
- DLA DS Anniston
- DLA DS Anniston CDC
- DLA DS Aviano
- DLA DS Bangkok

Miles from DoDAAC location:

Zip Code:   
(Enter Zip Code and Miles to search from the Zip location.)

Insert DTIDs

Customers should only see what they are authorized to order.

Regulatory Controlled Property Rules and DoDAAC Validation Rules are applied. Some items, especially LSNs, will be systemically blocked from unauthorized customers. Prior to release of property, field employees must verify characteristics about the property prevent it from being released to an unauthorized customer.

Bottom half of screen



# RESULTS OF SCREENING

## RTD WEB

### Reutilization / Transfer / Donation (RTD)

#### FF Search Results

LESO Annual Training Reminder: remember to complete your annual training.

[Return to Search](#)

FF Shopping Cart [ [Check Out](#) ]

#### Search Criteria

DoDAAC: 2YF042  
FSC(s): 23  
Screening Cycle(s): DOD, EXP DOD, FEPP, RTD2  
Supply Condition Code(s): A, B, C, D, E, F, G, H  
Sort By: ITEM NAME

Want List - [Schedule](#) this search to notify you when property enters the Disposition Services/Site inventory.

Customers may place items in a shopping cart, view similar items, or ask a question.

Photos and all data underlined are clickable and provide additional information.

Note: Condition codes are single character.

Sort capability is new!

#### Search Results

Download all 123 inventory items in Excel [2003](#) or [2008](#) format.

Sort By:  Order:   << 1 2 3 >>

More Info  
Available

Quantity Available: 1  
Condition: H  
Item Name: AUTOMOBILE,SEDAN  
DTID: FB55180266VM01

MSDS:

Days Left in Cycle:  
Integrity Code: 1  
Site: DLA DS SPARTA  
NSN: 2310001543541  
DEMIL: A

Haz.:  
Container ID:  
Orig. Acq. Price: N/A  
Miles from Zip: 791  
Date Entered Inv.: 12/9/2010 12:00:00 AM

More Info  
Available

Quantity Available: 1  
Condition: H  
Item Name: AUTOMOBILE,SEDAN  
DTID: FE302003410103

MSDS:

Days Left in Cycle:  
Integrity Code: 1  
Site: DLA DS SPARTA  
NSN: 2310000067672  
DEMIL: A

Haz.:  
Container ID:  
Orig. Acq. Price: N/A  
Miles from Zip: 791  
Date Entered Inv.: 1/3/2011 12:00:00 AM





# RESULTS OF SCREENING

## RTD WEB

**Order entire container by clicking on the shopping cart**

**Order lines from a container by clicking on the container ID. This will provide a listing of line items**

**“Containers” will provide a listing of DTIDS. Customers may order the entire container or items from a container. (DTIDs will be clickable)**

<b>No Info Available</b>	<b>Cycle:</b> <u>DOD</u>	<b>Days Left in Cycle:</b> 41	<b>Hazardous:</b>
<b>No Info Available</b>	<b>Quantity:</b> 70	<b>Integrity Code:</b>	<b>Container ID:</b> <u>ROIL20121630001</u>
<b>No Info Available</b>	<b>Available:</b>	<b>Site:</b> <u>DLA DS COLORADO SPRINGS</u>	<b>Orig. Acq. Price:</b> 36.66
<b>No Info Available</b>	<b>Condition:</b> <u>A</u>	<b>NSN:</b> 5310000036542	<b>Miles from Zip:</b> 1579
<b>No Info Available</b>	<b>Item Name:</b> WASHER,KEY	<b>DEMIL:</b> <u>A</u>	<b>Date Entered Inv.:</b> 6/11/2012 12:00:00 AM
<b>No Info Available</b>	<b>DTID:</b> FB62222163CRM4		
<b>No Info Available</b>	<b>MSDS:</b>	<b>Unit of Issue:</b> EA	<b>Hazardous:</b>
<b>No Info Available</b>	<b>Cycle:</b> <u>DOD</u>	<b>Days Left in Cycle:</b> 41	<b>Container ID:</b> <u>ROIL20121630001</u>
<b>No Info Available</b>	<b>Quantity:</b> 69	<b>Integrity Code:</b>	<b>Orig. Acq. Price:</b> 36.66
<b>No Info Available</b>	<b>Available:</b>	<b>Site:</b> <u>DLA DS COLORADO SPRINGS</u>	<b>Miles from Zip:</b> 1579
<b>No Info Available</b>	<b>Condition:</b> <u>A</u>	<b>NSN:</b> 5310000036542	<b>Date Entered Inv.:</b> 6/11/2012 12:00:00 AM
<b>No Info Available</b>	<b>Item Name:</b> WASHER,KEY	<b>DEMIL:</b> <u>A</u>	
<b>No Info Available</b>	<b>DTID:</b> FB62222163CRM6		
<b>No Info Available</b>	<b>MSDS:</b>		
<b>No Info Available</b>	<b>Cycle:</b> <u>DOD</u>		

**Container ROIL20121630001**

Would you like to add the container to the shopping cart?

<b>No Info Available</b>	<b>Cycle:</b> <u>FEPP</u>	<b>Days Left in Cycle:</b> 44	<b>Hazardous:</b>
<b>No Info Available</b>	<b>Quantity:</b> 100	<b>Integrity Code:</b>	<b>Container ID:</b> <u>ROIL20121630001</u>
<b>No Info Available</b>	<b>Available:</b>	<b>Site:</b> <u>DLA DS LIVORNO</u>	<b>Orig. Acq. Price:</b> 0.75
<b>No Info Available</b>	<b>Condition:</b> <u>A</u>	<b>NSN:</b> 5310000036582	<b>Miles from Zip:</b> N/A
<b>No Info Available</b>	<b>Item Name:</b> WASHER,FLAT	<b>DEMIL:</b> <u>A</u>	<b>Date Entered Inv.:</b> 6/11/2012 12:00:00 AM
<b>No Info Available</b>	<b>DTID:</b> FB62222163CON1		
<b>No Info Available</b>	<b>MSDS:</b>	<b>Days Left in Cycle:</b> 44	<b>Hazardous:</b>
<b>No Info Available</b>	<b>Cycle:</b> <u>FEPP</u>	<b>Integrity Code:</b>	<b>Container ID:</b> <u>ROIL20121630001</u>
<b>No Info Available</b>	<b>Quantity:</b> 20	<b>Site:</b> <u>DLA DS LIVORNO</u>	<b>Orig. Acq. Price:</b> 0.75
<b>No Info Available</b>	<b>Available:</b>	<b>NSN:</b> 5310000036582	<b>Miles from Zip:</b> N/A
<b>No Info Available</b>	<b>Condition:</b> <u>A</u>	<b>DEMIL:</b> <u>A</u>	<b>Date Entered Inv.:</b> 6/11/2012 12:00:00 AM
<b>No Info Available</b>	<b>Item Name:</b> WASHER,FLAT		
<b>No Info Available</b>	<b>DTID:</b> FB62222163CON2		
<b>No Info Available</b>	<b>MSDS:</b>	<b>Days Left in Cycle:</b> 44	<b>Hazardous:</b>
<b>No Info Available</b>	<b>Cycle:</b> <u>FEPP</u>	<b>Integrity Code:</b>	<b>Container ID:</b> <u>ROIL20121630001</u>
<b>No Info Available</b>	<b>Quantity:</b> 30	<b>Site:</b> <u>DLA DS LIVORNO</u>	<b>Orig. Acq. Price:</b> 0.75
<b>No Info Available</b>	<b>Available:</b>	<b>NSN:</b> 5310000036582	<b>Miles from Zip:</b> N/A
<b>No Info Available</b>	<b>Condition:</b> <u>A</u>	<b>DEMIL:</b> <u>A</u>	<b>Date Entered Inv.:</b> 6/11/2012 12:00:00 AM
<b>No Info Available</b>	<b>Item Name:</b> WASHER,FLAT		
<b>No Info Available</b>	<b>DTID:</b> FB62222163CON3		
<b>No Info Available</b>	<b>MSDS:</b>	<b>Days Left in Cycle:</b> 44	<b>Hazardous:</b>
<b>No Info Available</b>	<b>Cycle:</b> <u>FEPP</u>		



# RESULTS OF SCREENING

RTD WEB

## Reutilization / Transfer / Donation (RTD) Ask Question About Additional Property Data

### Ask Question

#### Inventory Information



Cycle: DOD  
Quantity Available: 1  
Condition: H  
Item Name: CHASSIS,TRUCK  
DTID: SX129301650001Z

Days Left in Cycle:  
Integrity Code:  
Site: DLA DS SPARTA  
NSN: 2320012300289  
DEMIL: Q

Haz.:  
Container ID:  
Original Price: N/A  
Date Entered Inv.: 06/14/10

Question: What condition is this item? The CC shows H but the photo is 'A'

Submit Question

Return to Previous Page

**When you ask a question:**

**QUESTIONS GO TO AN ADDITIONAL PROPERTY DATA TABLE. THE FIELD SITE USERS WILL GET AN EMAIL STATING A QUESTION IS POSTED AND AWAITING THEIR RESPONSE. WHEN THE SITE ANSWERS THE QUESTION, THE CUSTOMER, WILL GET AN EMAIL.**

**THE CUSTOMER WILL LOG ON TO THE RTD WEB SITE TO SEE THE ANSWER.**



# ORDER ITEMS

RTD WEB

[Home](#) | [About Us](#) | [Public Affairs](#) | [Publications](#) | [FAQs](#) | [FOIA](#)

## Reutilization / Transfer / Donation (RTD)

### Add Item to Shopping Cart

LESO Annual Training Reminder: remember to complete your annual training.

FF Shopping Cart [\[Check Out\]](#)

### Add Item to FF Shopping Cart

#### Inventory Information

More Info  
Available

Cycle: DOD

Days Left in Cycle:

Haz.:

Quantity Available: 1

Integrity Code: 1

Container ID:

Condition: H

Site: DLA DS SPARTA

Original Price: N/A

Item Name: AUTOMOBILE,SEDAN

NSN: 2310001543541

Date Entered Inv.: 12/09/10

DTID: FB55180266VM01

DEMIL: A

DoDAAC: 2YF042

Quantity Requested:

1

Justification  
(required,  
500 characters max):

State why you need the item(s)

[Save To Cart](#)

[Return to Previous Page](#)

The customer will enter the quantity and justification.  
Select: Save to Cart  
Customer can then return to shop for more items





# ORDER ITEMS

## RTD WEB

### Reutilization / Transfer / Donation (RTD)

#### FF Search Results

LESO Annual Training Reminder: remember to complete your annual training.

[Return to Search](#)

#### FF Shopping Cart [Check Out]

	DTID	Site	Serial No.	Quantity	Cycle	Days L				
	<a href="#">FB55180266VM01</a>	<a href="#">DLA DS SPARTA</a>	0912	1	<a href="#">DOD</a>			AUTOMOBILE,SEDAN	2310001543541	H A

#### Search Criteria

DoDAAC: 2YF042

FSC(s): 23

Screening Cycle(s): DOD, EXP DOD, FEPP, RTD2

Supply Condition Code(s): A, B, C, D, E, F, G, H

Sort By: ITEM NAME

**Want List** - [Schedule](#) this search to notify you when property enters the Disposition Services/Site inventory.

#### Search Results

Download all 123 inventory items in Excel [2003](#) or [2008](#) format.

Sort By:  Order:   << 1 2 3 >>

More Info  
Available

Quantity Available: 1

Condition: [H](#)

Item Name: AUTOMOBILE,SEDAN

DTID: [FB55180266VM01](#)

MSDS:

Cycle: [DOD](#)

Days Left in Cycle:

Integrity Code: [1](#)

Site: [DLA DS SPARTA](#)

NSN: 2310001543541

DEMIL: [A](#)

Days Left in Cycle:

Haz.:

Container ID:

Orig. Acq. Price: N/A

Miles from Zip: 791

Date Entered Inv.: 12/9/2010 12:00:00 AM

Haz.:

After the customer receives confirmation that item(s) was added to cart; then you can check out or continue to search for more items



# ORDER ITEMS

RTD WEB

## Reutilization / Transfer / Donation (RTD)

### FF Shopping Cart

LESO Annual Training Reminder: remember to complete your annual training.

Previous Searches: [1](#)[2](#)[3](#)[4](#)[5](#)

#### FF Shopping Cart

Customer must arrange for transportation of property items.

\* Required field

More Info  
Available

\* Justification: State why you need the item(s)

Item Name: AUTOMOBILE,SEDAN

Site: [DLA DS SPARTA](#)

NSN: 2310001543541

Date Entered Inv.: 12/09/10

DTID: [FB55180266VM01](#)

Orig. Acq. Price: N/A

Condition: [H](#)

DEMIL: [A](#)

Qty. Avail.: 1

Cycle: [DOD](#)

[Remove From Cart](#)

\* Quantity:

☒ Walk-in Requisition

The order is routed to the next level

[Submit Requisition](#)

[Return](#)

Walk-in Selection here. All walk-ins are electronic. The walk-in will not be honored if there is a pending order.



# ORDER ITEMS

RTD WEB

**SAMPLE OF ORDER GOING TO NEXT LEVEL FOR APPROVAL. The FFP screen for FEPP Manager and PMO is the same.**

<a href="#">SY27141243E0P1</a>	HQ00862017FF11	01/17/12 17:26:04	ANTI-PERSONNEL MINE	1	Request sent to EBS	01/17/12 17:26:07
<a href="#">BTHB0001520104</a>	H9FD0120170728	01/17/12 13:59:29	PICKUP	1	Request submitted	01/17/12 13:59:29
<a href="#">FB302903099865</a>	M951192017XXX1	01/17/12 13:13:46	ARMOIRE	5	Request sent to EBS	01/17/12 13:13:49

## CAP HQ/LG / Firefighter FEPP Manager / LESO State/Local Coordinator

<b>Approve:</b> <input type="radio"/> Approve <input type="radio"/> Reject <a href="#">Cancel</a>	<b>Agency:</b> <a href="#">CIVIL AIR PATROL - DLADS</a>	<b>Requested By:</b> <a href="#">LSC3552</a>	<b>NSN:</b> 7105DSARMOIRE
<b>Quantity:</b> <input type="text" value="1"/>	<b>DTID:</b> <a href="#">FB520910149646</a>	<b>Item Name:</b> ARMOIRE	<b>Condition:</b> <a href="#">B</a>
<b>Comments:</b> <input type="text"/>	<b>Site:</b> <a href="#">DLA DS Sparta (ST8)</a>	<b>Request Date:</b> 01/18/12 11:59:06	<b>Days Left:</b>
	<b>Demil:</b> <a href="#">A</a>	<b>Cycle:</b> <a href="#">DOD</a>	<b>Justification:</b> NEED
	<b>Last Action:</b> REJECTED	<b>Last Updated:</b> 01/25/12 16:47:57	
	<b>Agency:</b> <a href="#">CIVIL AIR PATROL KANSAS WING</a>	<b>Requested By:</b> <a href="#">S9D3231</a>	
<b>Approve:</b> <input type="radio"/> Approve <input type="radio"/> Reject <a href="#">Cancel</a>	<b>DTID:</b> <a href="#">FB528403020002</a>	<b>Item Name:</b> ARMOIRE	<b>NSN:</b> 7105DSARMOIRE
<b>Quantity:</b> <input type="text" value="6"/>	<b>Site:</b> <a href="#">DLA DS Sparta (ST8)</a>	<b>Request Date:</b> 01/18/12 11:59:07	<b>Condition:</b> <a href="#">H</a>
<b>Comments:</b> <input type="text"/>	<b>Demil:</b> <a href="#">A</a>	<b>Cycle:</b> <a href="#">DOD</a>	<b>Days Left:</b>
	<b>Last Action:</b> REJECTED	<b>Last Updated:</b> 01/25/12 16:47:57	<b>Justification:</b> NEED
	<b>Agency:</b> <a href="#">CIVIL AIR PATROL KANSAS WING</a>	<b>Requested By:</b> <a href="#">S9D3231</a>	
<b>Approve:</b> <input type="radio"/> Approve <input type="radio"/> Reject <a href="#">Cancel</a>	<b>DTID:</b> <a href="#">FM913303118229</a>	<b>Item Name:</b> ADP CABINET	<b>NSN:</b> 7035DSCABINE3
<b>Quantity:</b> <input type="text" value="1"/>	<b>Site:</b> <a href="#">DLA DS Sparta (ST8)</a>	<b>Request Date:</b> 01/18/12 12:02:46	<b>Condition:</b> <a href="#">A</a>
<b>Comments:</b> <input type="text"/>	<b>Demil:</b> <a href="#">A</a>	<b>Cycle:</b> <a href="#">DOD</a>	<b>Days Left:</b>
	<b>Last Action:</b> REJECTED	<b>Last Updated:</b> 01/25/12 16:47:58	<b>Justification:</b> NEED
	<b>Agency:</b> <a href="#">CIVIL AIR PATROL TEXAS WING</a>	<b>Requested By:</b> <a href="#">S9D3231</a>	<b>Walk-in Request</b>

The approving officer can approve, reject, or cancel a request. In addition, the approving officer has the option to change the quantity.

**Walk-in Request stands out.**



# SCHEDULE PICK UP



The DLA Distribution Services Field Site employees should contact you (the customer) to make arrangements to pick up. If no one calls you within 48 Hours of your order going through, please contact the site.

The field site employees may email or fax you a list of items in which your DODAAC has been approved to receive.

DLA Field Site employees will schedule your pick up in their Distribution Standard System

It is important that customers cancel their request in a timely manner and meet Dates and Times of scheduled pick ups. Contact the field site if necessary.

Note: DSS is the Distribution Standard System – used at the DLA Disposition Services field site to receive, store, and issue excess/surplus property



# SCHEDULE PICK UP

# CUSTOMER

DRMS-I 4160.14  
Section 4 - Supplements  
Supplement 2 - General Processing

Enclosure 8 - Letter of Authorization to Remove Property

Date:	
To: DRMO	From:

I, \_\_\_\_\_ the undersigned, hereby authorize  
\_\_\_\_\_ to remove the below listed requisitions on my behalf.

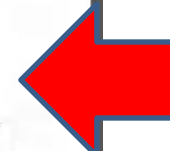
Extent of Authority: To remove property.

SIGNATURE OF CUSTOMER: \_\_\_\_\_

LIST ITEM(S) by Requisition/DTID Number:

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(PRINT NAME)



Letter of Authorization to **REMOVE** is required

FFP customers do not provide a Letter of Authorization to screen

# **DEFENSE LOGISTICS AGENCY**

**AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY**

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**THIS CONCLUDES  
THIS  
PRESENTATION**

**FOR FURTHER ASSISTANCE  
EMAIL US AT: [DRMSRTD@DLA.MIL](mailto:DRMSRTD@DLA.MIL)**